

## EARLY CHILDHOOD SERVICES BUREAU

**T**he mission of the Early Childhood Services

Bureau is to improve the quality, affordability and accessibility of child care in Montana, with focused efforts on coordinated systems to best meet the needs of young children, their families, and the professionals who work on behalf of young children and families.

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# Montana Child and Adult Care Food Program

## Summer 2014

## Ellyn Satter Institute Training Coming to Billings & Missoula

**F**eeding problems are as common as kids. Adults worry that children don't eat the right food, that they eat too much, that they eat too little, that they are finicky—and more. They are distressed by mealtime showdowns over eating and are stumped by questions like whether to let children drink their milk before they eat their vegetables and what to do about an overweight child.

There's help! Pam Estes, MS, RD, Clinical Faculty member of the Ellyn Satter Institute since 2001, says the secret to feeding a healthy family is to follow Ellyn Satter's division of responsibility in feeding. The parent is responsible for *what* the child is offered to eat and for *when* and *where* food is offered. The child is responsible for *whether* and *how much* to eat of what parents put on the table.

Following the division of responsibility in feeding raises children to be competent eaters. The competent eater has positive eating attitudes, knows how to learn to like new food, eats the right amount of food to grow in the way that nature intended, and knows how to behave at the table so adults and other children enjoy having him there.

Two trainings on these topics are being offered to early childhood professionals: Thursday, October 9, 2014 in the Petro Theater at MSU-Billings at the MtAEYC/Region 8 Head Start Conference, and Saturday, April 25, 2015 at the Holiday Inn Downtown Parkside in Missoula hosted by Child Care Resources.

Pam Estes will be the presenter. The trainings are identical, both are full day 8:30AM-4:00PM. The training provides 6 hours of continuing education credit by the Montana Early Childhood Project. The trainings

are free, but registration is required. To register, call the Child and Adult Care Food Program (CACFP) office at (406) 444-4347, or register online at the CACFP website:

[www.bestbeginnings.mt.gov](http://www.bestbeginnings.mt.gov) on the home page. Registration will also be available on the conference registration system. The training is mid-level, it is intended for early childhood personnel, trainers, coaches, reviewers and health professionals.

Ellyn Satter's models are used every day in Montana's child care dining rooms. Satter's evidence-based approach provides a developmentally appropriate and practical guide for the feeding of children every day.

The trainings are supported by the Team Nutrition Program of the Office of Public Instruction. Funding for the training is from the USDA Food and Nutrition Service.

~Mary Musil, CACFP Manager



## Is it a Fruit or a Vegetable?

**I**t depends on whom you ask. A tomato fits the botanist's definition of a fruit: a seed-bearing structure that develops from a flower. But to a cook who thinks in culinary terms, it is a vegetable. Among the other crops that share this dual identity are squash, eggplant, peppers, and cucumber.

Source: *Organic Gardening*, April/May 2014, page 46.

## From Diane's Desk: Network Access

All institutions participating in CACFP have the opportunity to access our online application and claims website. This site has many benefits for users, including the decreased paperwork of submitting claims electronically and having your application available for update or review at the click of a button.

One important item to remember is that each individual who accesses the CACFP website must have a unique user name and password assigned to them. The user name is assigned to the individual, NOT to the institution. Once an individual fills out their network access paperwork (found on the CACFP website under the Applications and Claims tab) and submits it to the State agency office, a unique user name and password is assigned and the individual is notified of that information along with instructions on using the site to submit monthly reimbursement claims.

Under no circumstances should a person share their user name and password with anyone else. Centers can have multiple users on the CACFP site; in some cases, it's smart to have more than one individual with access, so someone is available to submit claims in the event of unplanned absences. Each person should have his or her own ID, and should use it when working online. Once logged in, there is a notice near the page bottom that will display the name associated with the

login used. If this is not you, do not proceed any further on the website! In that case, contact the CACFP office and we will assist you in gaining your own access to the site. When an individual with network access leaves their employment position, please notify the State agency so access can be removed for that person.

The State of Montana takes network security very seriously. Allowing anyone other than yourself to use your user name and password violates all State of Montana network security policies and rules, and your access may be terminated if you are found non-compliant with these rules. The Montana Operations Manual has a policy devoted entirely to user names and passwords, which can be accessed electronically at <http://mom.mt.gov/default.mcp.x>.

Gaining network access is a simple process of completing just two forms, and a user name and password are generally assigned within one to two business days. We thank you for your assistance in complying with these network security regulations.

~Diane Edgar, Administrative Assistant



## The REAL Impact of Your Afterschool Program



Recently, Share Our Strength conducted a national survey to learn more about low-income families' need, awareness and interest in Afterschool Meal Programs for their children. The survey's goal was to understand where children typically spend their out of school time, how aware and interested families were in the Afterschool Meal Program, and the level of need amongst low-income parents for the Afterschool Meal Program.

- The study found:
- 92% of children eat between lunch and dinner; 87% of this food comes from home
  - On average, **low-income families spend \$743** on afterschool food.
  - 59% of parents reported that they have tight household budgets, making it difficult to provide food after school is out for children.
  - 25% of parents worry that their children do not have enough to eat between lunch and breakfast the following day.
  - 86% of children go home after school

The major take-away from this study was that a majority of kids

go home after school and the households are providing food for kids, which puts a strain on their budgets. Although many parents express interest in Afterschool Programs if they are available, providing food at these programs is an even higher draw. 63% of low-income parents say that an Afterschool Meal Program would be very helpful for their family.

**So, thank you for your continued dedication to serving children healthy food on a daily basis! You are making a difference in the lives of families each day.**

~Jessi Sheava, VISTA  
No Kid Hungry



## Isn't All Food Creditable?

The short answer is 'No'; however I would like to explain that answer in further detail. The goal of the Child and Adult Care Food Program is to improve the health and nutrition of children and adults in the program, while promoting the development of good eating habits through nutrition education. Nutrition, variety, safety, standards of identity and quantity are criteria used to determine if a food is creditable. A creditable food is a food that can be counted as a meal component. Four tools that can be used to help

determine if a food is creditable are [The CACFP Meal Pattern](#), [The Crediting Handbook for the Child and Adult Care Food Program](#), [Montana Creditable Food Guidance](#) and [The USDA Food Buying Guide](#).

Non-creditable foods are foods that do not count toward the CACFP meal component requirements and do not meet FDA and USDA standards and policy as well as State agency policies. Some common non-creditable foods that we observe on menus are cheese flavored

crackers, pre-packaged chicken nuggets, packaged frozen potatoes, American cheese and flavored milk. These items are



often higher in price, sugar, sodium and preservatives. Possible alternatives include plain crackers, roasted

chicken, fresh baked or boiled potatoes, natural cheeses such as cheddar, Swiss, or mozzarella, and cold, refreshing milk. Some creditable foods have specific guidance. For example, juice (100% juice only) may be served once a week as a meal component in a snack. Cookies made on-site may be served once per week at snack; oatmeal cookies are preferred. Low sugar cereals containing 6 grams or less of sugar per dry ounce are recommended. Highly

sweetened cereals are not creditable. Luncheon meats are creditable; however are not recommended to be served often due to high salt and fat content. Yogurt and flavored yogurts are creditable as a meat alternative for snack only.

Creditable (a synonym for worthy, commendable, good) is not only about reimbursement, but also about nutrition, food prepared with thought and the dining experience. Meal service and the cook's role in child care is very important. As a child care provider, you have an opportunity to give children the experience of eating freshly prepared meals, tasting new foods and sitting down at the table for a meal with friends. If you have questions about creditable foods refer to [The Crediting Handbook for the CACFP](#) and the [Montana Creditable Food Guidance Addendum](#) on our website.

~Vicki Anfinson, Program Specialist

## Vegetable Variety

The CACFP has created a "Vegetable Variety" postcard for the purpose of nutrition education for CACFP-participating child care centers and day care homes. Distribution will be to child care centers, sponsoring organizations, day care homes, and contractors serving the CACFP. In research by the USDA Economic Research Service reported in the Journal of the Academy of Nutrition and Dietetics, March 2014, 430-435, the goal was to explore the use of vegetable variety as an education strategy to improve diet quality. In conclusion, participants who consumed the greatest variety of vegetables had better indexes of diet quality and more healthy attitudes about food and eating. The postcard was designed by Noele Bryson. Thank you Noele.

~Mary Musil, CACFP Manager



## What's the Big Deal About Sign-in and Sign-Out Sheets?

When CACFP program specialists come to review your facility, we always look at your sign-in and sign-out sheets very carefully. Sign-in and sign-out sheets are one of the most important documents you maintain for many reasons. These documents are a licensing requirement but for the purposes of the CACFP, this is your only record that the child in question attended your facility that day and ate the meals you claim they did. When sign-in and sign-out sheets are incomplete, meals are disallowed and an overclaim results. When overclaims result, we are required by federal regulations to ask that CACFP funds be returned.

When we review sign-in and sign-out sheets, there are several things we are looking for.

1. Are they complete? Did the parent or other authorized individual indicate the times the child was dropped off and picked up? Did they sign their name next to both times?
2. Does the number of children signed in and signed out match the number of meals you claimed for that day?
3. Is there record that the number of children you indicated on your claim attended at least once that month?

Different scenarios we have seen that cause over-claims include:

1. A child is signed in correctly, but not signed out. There's no proof of when the child left so it's possible they could have left before lunch or maybe they left after PM snack. With an incomplete sign-in and sign-out sheet, there's no way to tell.
2. A child was not signed-in or signed-out, so there's no proof the child was there at all that day.
3. Times are indicated correctly for both arrival and departure but there's no signatures. So again, there is no proof that the child attended.

In order to avoid returning CACFP funds, pay special attention to your sign-in and sign-out sheets. At the end of each day, take time to review your sheets. If there is missing information, ask parents to correct it the next day. Above all, make sure you have complete records that match your claims.

**Note:** Head Start Programs and afterschool programs with defined attendance schedules can use a roster and staff can sign for children's attendance.

~Noele Bryson, Program Specialist

## Income Eligibility Forms

For many of you, but not all, income eligibility forms (IEFs) are required in order to claim meals at the free or reduced rates of reimbursement. For day care homes, these forms are used in some cases for Tier 1 and in all cases for meals for provider's own children.

FY15 USDA Income Eligibility Guidelines, the FY15 Letter to Parents, and the FY15 CACFP Meal Benefit Income Eligibility Forms are now available on the [CACFP website](#). All of

these forms are 2 pages. We recommend printing them 2-sided as this eliminates the possibility of them coming apart.

June/July is the most advantageous time to collect IEF's from parents for the year ahead. The reason is that it makes the earliest possible use of the new income eligibility guidelines, which are usually set higher each year. Family incomes that did not qualify for free or reduced price meals in the previous year might qualify in the new year. For children that arrive and enroll in August, September or in later months, collecting the IEF upon enrollment is important.

IEFs are required for all children whose meals are claimed at

free or reduced price. If no IEF is completed and on file for a child, then that child's meals can only be claimed at the paid rate.

Completed income eligibility forms must be kept in a locked and confidential manner. These forms are to be viewed and used only by designated institution personnel, CACFP authorities, auditors or reviewers.

If any questions about income eligibility guidelines, forms, or the process to obtain these documents arise, please contact the CACFP office at any time.

~Debbie Hansen, Program Specialist



### Civil Rights Act of 1964

50th Anniversary

#### Take note!

Institutions participating in the CACFP must include the nondiscrimination statement and procedure for filing a complaint or a link to it on all promotions, advertisements and informational materials made available to the public (including but not limited to: newspapers, magazines, brochures and digital media such as websites, Facebook, blogs, Twitter, Instagram, etc.) that mention meals or the CACFP. Material that is too small to permit the full non-discrimination statement must include in print size no smaller than the text, at a minimum, the USDA's short nondiscrimination statement, which is: *"This institution is an equal opportunity provider and employer."*

#### Did you know?

Fifty years ago on July 2, 1964, President Lyndon B. Johnson signed the civil rights bill into law.

- President John F. Kennedy laid the groundwork for what's been called the "bill of the century". Several months before he was assassinated, Kennedy had proposed a civil rights bill and submitted it to the House of Representatives.
- The bill wasn't just about helping black Americans. Originally the bill would outlaw discrimination because of race, color, religion or national origin. A last minute attempt to derail the bill added "sex" to the bill. The act passed, laying the groundwork for legal battles to ensure equal employment for women. This in turn helped to set the stage for modern feminism.

*Taken from "What you might not know about the 1964 Civil Rights Act" by Alicia W. Stewart and Tricia Escobedo*

## Recipe Resources?

On occasion we will hear requests for new menu ideas or requests for new recipes. Let's face it, sometimes it's just time for something new. Here at the CACFP, unfortunately the majority of our time is not spent looking for new recipes though it is something we like to do. When we do go looking for recipes, there are a few tried and true places we usually go. Happy surfing!

• **Pinterest:** A free website in which users can upload, save, sort and manage images (such as recipes), known as "pins" and other media content. Not surprisingly, one of the most popular categories on Pinterest is "food and drink." You can search for any number of things, including recipes containing certain ingredients or types of food (such as "oatmeal recipes" which will

pull up anything containing oatmeal). [www.pinterest.com](http://www.pinterest.com)

- **allrecipes.com:** An online database of recipes contributed by users. The website allows you to change the number of servings to meet your needs and increases or decreases the ingredients as needed. Another perk of this website is that it will automatically search online sale flyers and indicate which ingredients are currently on sale near you. [www.allrecipes.com](http://www.allrecipes.com)
- **ChopChop Kids:** An organization created to inspire and teach kids to cook and eat real food with their families. Their mission is to reverse and prevent childhood obesity and hunger. They have a cookbook available online through Amazon, publish a quarterly magazine (viewable free online) and

have also created a blog. [www.chopchopmag.org](http://www.chopchopmag.org)

- **Recipes for Healthy Kids:** This is a cookbook full of the top 30 kid-tested, kid-approved recipes from the Recipes for Healthy Kids Competition sponsored by the USDA in support of First Lady Michelle Obama's Let's Move! Initiative and based on the new school meal patterns. There are three different versions available (for families, child care centers and schools). Go to: [www.teamnutrition.usda.gov](http://www.teamnutrition.usda.gov) Choose the Resource Order Form for print copies or download from the Resource Library.

~Noele Bryson, Program Specialist



## FY15 Annual Director's Training is Coming in October 2014

**W**e are busy planning FY15 Annual Director's Training. We plan to have this training available as of October 1, 2014 and go through March 31, 2015. The training will count for the four (4) required hours per institution. For FY15 Annual Director's Training and future trainings called as such, the director will be required to take this training. Additional staff will be able to take the training as space permits. We look forward to next year!

~Debbie Hansen, Program Specialist

## Welcome New Centers!

- Belt Community Church Daycare, Belt
- Bigfork ACES, Bigfork
- Outside Kids, Columbia Falls

## Important!

**USDA regulations prevent institutions participating in the CACFP from submitting a claim to CACFP for meals or snacks provided by the Summer Food Service Program. Please make sure not to claim for meals and snacks eaten at the Summer Meals site.**

## Upcoming Events:

- ♦ August 7th: New Directors' Conference Call 10:00 am
- ♦ October 9th: Ellyn Satter Institute Training, Billings
- ♦ April 25, 2015: Ellyn Satter Institute Training, Missoula

## CACFP Meal Count Totals January—March 2014

520,560	Breakfasts
604,203	Lunches
90,045	Suppers
693,329	Snacks
<b>1,908,137</b>	<b>Total Meals and Snacks Served!</b>

The USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write:

United States Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, S.W.  
Washington, DC 20250-9410



Or call:  
Toll Free (866) 632-9992  
Federal Relay Service (800) 877-8339  
Spanish (800) 845-6136

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